

Macomb Community Action Advisory Board  
Planning and Evaluation Committee Meeting  
May 1, 2009

The Macomb Community Action Advisory Board Planning and Evaluation Committee met on Friday, May 1, 2009 in the Macomb County Health Department (Conference Room) 43525 Elizabeth Road, Mt. Clemens, MI 48043.

MEMBERS PRESENT:

Denise Amenta, Chair  
Michael Bruci  
Debi Schroeder  
Fran Sturtz  
Peggy Kennard  
Alice King  
Eudora McKinney  
Mary George

MEMBERS EXCUSED:

Laura Johnson  
Tammy Patton  
Commissioner Torrice

STAFF PRESENT:

Frank Taylor  
Mary Solomon  
Holly Ehrke  
Kathleen Nicosia

1. Call to Order

The meeting was called to order by Chair Amenta at 11:55 a.m.

2. Determination of a Quorum

It was determined that a quorum was established with 8 members present.

3. Recommendation to Approve the Agenda

Debi Schroeder, supported by Eudora McKinney, made a motion to approve the Agenda as submitted. Motion carried.

4. Public Comment

Chair Amenta stated that this committee operates under the Open Meetings Act and asked if anyone was present who wished to address the Committee. There being no one present requesting this privilege, Chair Amenta proceeded with the meeting.

## 5. Recommendation to Approve the February 26, 2009 Minutes

Eudora McKinney, supported by Fran Sturtz, made a motion to approve the February 26, 2009 Minutes. Motion carried.

## 6. Recommendation to Approve the Head Start Self-Assessment Improvement Plan

Ms. Nicosia reviewed the Head Start Self-Assessment Improvement Plan Goals and Objectives. She provided the following:

- Goal – Community and Family Dental Health Awareness
  - Objective 1 – Increase Dental Health Community Partnerships
  - Objective 2 – Increase the number of children receiving follow-up recommended dental treatment
- Goal – All Head Start children receive nutritionally healthy snacks, that are low in trans fats and non hydrogenated oils
  - Objective 1 – To provide nutritionally healthy snacks in all Head Start classrooms
  - Objective 2 – Increase parent knowledge of children's nutritional needs
- Goal – That all diapers are provided by Head Start
  - Objective 1 – To establish clear guidelines regarding diapering and the providing of diapering materials
  - Objective 2 – Meet CDC State of MI playground inspection regulations
- Goal – Provide staff professional development regarding children with disabilities
  - Objective 1 - To increase teaching staff's skill level in working with children with disabilities
  - Objective 2 – To implement best practices of inclusion for all Head Start children
- Goal – To enhance program-wide Mental Health services
  - Objective 1 – Increase staff's knowledge of mental health service area requirements
  - Objective 2 - Enhance parent's knowledge of children's social emotional development relating to resilience
  - Objective 3 – Increase community partnerships with mental health agencies
- Goal – Increase family participation in children's education
  - Objective 1 – For parents to implement family literacy activities at home
  - Objective 2 – Increase parent access to health resources
- Goal – To expand children's learning while riding the bus to and from school.
  - Objective 1 – Increase bus driver's knowledge of child development
- Goal – Increase teaching staff's competencies in implementing the Creative Curriculum
  - Objective 1 – Enhance classroom staff's knowledge on Education and Early Childhood Development Services through trainings

- Goal – Meet federal mandated guidelines for in-kind donations
  - Objective 1 - Increase in-kind donations
- Goal – Effectively train new staff upon entering the program
  - Objective 1 – Improve new staff orientation training to be all inclusive of program information
- Goal – To increase educational opportunities for children on the waitlist.
  - Objective 1 – Enhance communication with local districts regarding what programming is available for waitlisted children

Discussion followed.

Michael Bruci, supported by Mary George, made a motion to approve the Head Start Self-Assessment Improvement Plan. Motion carried.

#### 7. Recommendation to Approve Head Start Policy Council By-Laws with Revisions to Full Board

Ms. Nicosia presented the Head Start Policy Council By-Laws revisions. She stated the Head Start Policy Council By-Laws revisions will be presented to all the MCAAB Committees for their review and questions, concerns and recommendations. At the June 9, 2009 Full Board MCAAB meeting the By-Laws will be presented for approval.

Fran Sturtz, supported by Eudora McKinney, made a motion to approve the Head Start Policy Council By-Laws with Revisions to Full Board. Motion carried.

#### 8. Recommendation to Receive and File the Head Start Program Update

##### a) Supplemental Grant Update

Ms. Nicosia stated the Grant will provide:

- A 3.06% permanent increase in staff's hourly wages.
- 1.84% American Recovery and Reinvestment Act (ARRA) enhancement to increase staff's hourly wage for twelve months.
- The remaining funding will provide staff training.

Mr. Taylor stated there will be a meeting with Commissioners, Director of Finance and Human Resources to review the Supplemental Grant. He stated he will continue to update the MCAAB Committees on the Head Start Supplemental Grant.

##### b) Peer Review Preparation Update

Ms. Nicosia announced the Head Start Peer Review Committee will be here May 4, 2009 and the MCAAB Executive Committee will be interviewed May 5, 2009.

##### c) Policy Memorandums Update

Ms. Nicosia presented the Policy Memorandums update. She provided information on the following:

- Vision Screening
- Importance of teacher-child relationships
- Head Start on Picturing America artwork
- Certifying Eligibility for Enrollment
- Family Income Guidelines
- Provision of diapers
- Enrollment of children with disabilities

d) Receive and File Policy Council Update

Debi Schoreder, supported by Michael Bruci, made a motion to table the Head Start Policy Council update to the next Planning Committee Meeting on May 21, 2009. Motion carried.

9. Recommendation to Receive and File Program Reports

Ms. Solomon reviewed the Program Component reports.

Peggy Kennard, supported by Debi Schroeder, made a motion to receive and file the Program Component reports. Motion carried.

10. Emerging Issues

Mr. Taylor stated Head Start has received a \$100,000 donation from a gentleman whose wife passed away. Her wishes were to donate this money to assist low-income children with their dental needs. Mr. Taylor stated the money will be deposited into an interest bearing account and will be spent as necessary. He will continue to update the Board on the donation's use.

- Ms. McKinney suggested a letter of thanks be sent on behalf of the Board.
- Ms. Amenta suggested sharing the story which may plant the seed for other donations.

Mr. Taylor stated American Recovery and Reinvestment Act (AARA) funding is expected for:

- The Weatherization Program
- The Head Start Program
- The Community Services Block Grant
- Emergency Food Program
- The Homeless Program

He will continue to update the MCAAB Board as information becomes available.

- Ms. Amenta asked if there were any government regulations that covered the H1N1 influenza virus (Swine flu) for the Head Start Program.
- Mr. Bruci suggested that hand sanitizer be distributed to the Head Start classrooms.

#### 11. Other Business

Ms. Solomon announced the Letter Carriers Food Drive on Saturday, May 9<sup>th</sup>.

Ms. Sturtz announced:

- Macomb Community College's Community Development Day in April collected 900 lbs of food which was donated to the Macomb Food Program. There were also cash donations.
- Macomb Community College now has an ongoing Food Bank.

Ms. Amenta announced the "Spring for the Homeless" Benefit dinner and live Tribute Show held on April 30, 2009 at DeCarlo's Banquet and Conference Center in Warren was a success.

#### 12. Schedule Next Meeting – May 21, 2009 (MI Works! Conference Room, VerKuilen Building)

#### 13. Adjournment

Eudora McKinney, supported by Alice King, made a motion to adjourn at 12:55 p.m. Motion carried.

Respectfully Submitted

Holly Ehrke